

**Draft Unapproved
Overview of Decision Process
For Proposed Projects in Balboa Park
May 10, 2007**

A. REVIEW PROCESSES

The following summary will give the reader a brief overview of the project approval process for all proposed projects within Balboa Park.

1. Day to day operational decisions are made by the Park and Recreation Department's Developed Regional Parks Department Deputy Director with input from the two District Managers responsible for the park's operation and maintenance.
2. Any operational decision that requires a policy related resolution is taken to the Park and Recreation Director and the City Manager.
3. All proposed projects in Balboa Park, brought forward by staff or other City agencies or citizens shall be acted upon in accordance with one of the five processes noted below. The type of proposed project determines the process that shall be followed.

Process A:

Minor operational and maintenance improvements from City staff, outside the National Historic Landmark District, in substantial conformance to Park Policy documents, and meet park development standards:

1. Application/plans submitted to Developed Regional Parks Division.
2. Staff level review with Park Planning and Development Division.
3. Staff decision to approve or deny.
4. Staff presentation to the Balboa Park Committee as an information item.

Process B:

Major additions to the park, outside the National Historic Landmark District, in substantial conformance with the Park Policy documents and meet park development standards:

1. Application/plans submitted to Developed Regional Parks Division.
2. Staff level review with Park Planning and Development Division.
3. Staff presentation to the Balboa Park Committee for recommendation.
4. Submit for environmental review.
5. Staff presentation to the Design Review Committee for recommendation.
6. Staff presentation to the Park and Recreation Board for recommendation (with Draft environmental document).
7. Final approval/denial by the Park and Recreation Director, certification of environmental document by Mayor's Office.

Process C:

All projects that are within the National Historic Landmark District or may impact historical resources, and are in substantial conformance with the Park Policy documents and meet park development standards:

1. Application/plans submitted to the Park and Recreation Department.
2. Staff level review with Developed Regional Parks staff.
3. Staff level review with Historical Resources Board (HRB) staff to determine the appropriate process. HRB staff may recommend review by the HRB Design Assistance Subcommittee.
4. If recommended by HRB staff, staff and applicant make presentation to HRB Design Assistance Subcommittee. The Subcommittee may make the preliminary determination of whether or not a project meets the Secretary of the Interior Standards for Historic Properties. If a proposed project meets the Secretary of the Interior Standards, the project progresses to step #5. If a proposed project does NOT meet the Secretary of the Interior Standards, the project can either be terminated, modified to meet the Standards, or the project may proceed with the processing of a Site Development Permit per the Municipal Code, and the project becomes a Process D project as outlined below.
5. Staff and applicant make presentation to the Balboa Park Committee for recommendation.
6. Submit project to Development Services Department for public project assessment/environmental review using Information Bulletin 510 and Form DS-508.
7. Staff and applicant/consultant make presentation to the Design Review Committee for recommendation.
8. Staff and applicant/consultant make presentation to the Park and Recreation Board for recommendation (with Draft environmental document or determination of exemption).
9. Staff and applicant/consultant make presentation to Historical Resources Board (upon recommendation by HRB staff) (with Final environmental document or determination of exemption).
10. Final approval/denial by the Park and Recreation Director, certification of environmental document by Mayor's Office.

Process D:

All projects that are within the National Historic Landmark District OR may have an impact on historic resources that do NOT meet the Secretary of the Interior Standards for Historic Properties require a Site Development Permit per the Municipal Code.

All projects within the Park that propose development on Environmentally Sensitive Lands (ESL), OR create manufactured slopes at a gradient steeper than 25% and a height of 25 feet or more also require a Site Development Permit per the Municipal Code.

See Municipal Code Chapter 12, Article 6, Division 5 (126.0501). The process outlined below assumes that one or more of these conditions is met, and a Site Development Permit is required.

1. Application/plans submitted to Park and Recreation Department.
2. Staff level review with Park and Recreation Department staff.
3. If within the National Landmark District or if historical resources are potentially impacted, Park and Recreation staff meets with Historical Resources Board (HRB) staff to determine the appropriate process. HRB staff may recommend review by the HRB Design Assistance Subcommittee.
4. If recommended by HRB staff, staff presentation to HRB Design Assistance Subcommittee. The Subcommittee may make the preliminary determination of whether or not a project meets the Secretary of the Interior Standards for Historic Properties. If a proposed project meets the Secretary of the Interior Standards and no other conditions triggering a Site Development Permit are met, the project progresses to step #5. If a proposed project does NOT meet the Secretary of the Interior Standards, the project can either be terminated, modified to meet the Standards, or the project may proceed with the processing of a Site Development Permit per the Municipal Code.
5. Staff and applicant make presentation to the Balboa Park Committee for recommendation.
6. Submit project to Development Services Department for public project assessment/environmental review using Information Bulletin 510 and Form DS-508.
7. Staff and applicant/consultant make presentation to the Design Review Committee for recommendation.
8. Staff and applicant/consultant make presentation to the Park and Recreation Board for recommendation (with Draft environmental document or determination of exemption).
9. Staff presentation to the Historical Resources Board (if applicable) for recommendation (with Final environmental document or determination of exemption).
10. Staff presentation to Hearing Officer or Planning Commission for approval of the Site Development Permit and certification of the environmental document (MYRA, CAN HEARING OFFICER/PC DO THIS?).

Process E:

Projects not contained within the Park Policy Documents, or modify said documents, require amendment to those Policy Documents. See Municipal Code Chapter 12, Article 2, Division 1 for plan amendment procedures. Note: if the proposed project is located within the National Historic Landmark District, the project will also require

1. Application/plans submitted to Park and Recreation Department.
2. Staff level review with Park and Recreation Department staff.
3. Staff and applicant/consultant make presentation to the Balboa Park Committee for endorsement of plan amendment initiation.
4. Staff and applicant/consultant make presentation to Planning Commission for plan amendment initiation.
5. Applicant/consultant prepare plan amendments/General Development Plan for advisory body review.
6. If within the National Landmark District or if historical resources are potentially impacted, Park and Recreation staff meets with Historical Resources Board (HRB) staff to determine the appropriate process. HRB staff may recommend review by the HRB Design Assistance Subcommittee.
7. If recommended by HRB staff, staff and applicant/consultant make presentation to HRB Design Assistance Subcommittee. The Subcommittee may make the preliminary determination of whether or not a project meets the Secretary of the Interior Standards for Historic Properties. If a proposed project meets the Secretary of the Interior Standards and no other conditions triggering a Site Development Permit are met, the project progresses to step #7. If a proposed project does NOT meet the Secretary of the Interior Standards, the project can either be terminated, modified to meet the Standards, or the project may proceed with the processing of a Site Development Permit per the Municipal Code.
8. Staff and applicant/consultant make presentation to the Balboa Park Committee for recommendation.
9. Submit project to Development Services Department for public project assessment/environmental review using Information Bulletin 510 and Form DS-508.
10. Staff and applicant/consultant make presentation to the Design Review Committee for recommendation.
11. Staff and applicant/consultant make presentation to the Park and Recreation Board for recommendation (with Draft environmental document or determination of exemption).
12. Staff and applicant/consultant make presentation to the Historical Resources Board (if applicable) for recommendation (with Final environmental document or determination of exemption).
13. Staff and applicant/consultant make presentation to Planning Commission for recommendation (with Final environmental document).
14. Staff and applicant/consultant make presentation to City Council Committee(s) for recommendation (if required).
15. Staff and applicant/consultant make presentation to City Council for approval of the plan amendment(s) and certification of the environmental document.

B. REVIEW ISSUES FOR ADVISORY BODIES AND APPROVAL BODIES

The following is a brief description of the issues that are reviewed by each of the following advisory bodies and/or approval bodies.

Staff Issues

Staff reviews all proposed projects for conformance with the Park Policy Documents, Park development standards, and to make a preliminary assessment as to whether or not a Site Development permit or Plan Amendment may be required. Staff prepares the reports that are provided to each advisory and/or approval body. Staff also reviews proposed projects for compliance with existing leases and use permits.

Environmental Issues

All projects on public land or constructed with public funds require environmental review by the Environmental Analysis Section (EAS) of the Development Services Department. Environmental review is based on the California Environmental Quality Act (CEQA), and in some instances the National Environmental Protection Act (NEPA). EAS staff makes the determination of whether an exemption, negative declaration, mitigated negative declaration or Environmental Impact Report is applicable. EAS staff will prepare exemptions, negative declarations and mitigated negative declarations. If an Environmental Impact Report is required, a separate consultant will be required to prepare the document. Projects are submitted to Development Services via Information Bulletin 510 and Form DS-508.

Historical Resource Issues

Projects that are located within the National Historic Landmark District or may have an impact on historic resources (designated or eligible) must be reviewed by Historical Resources Board (HRB) staff for compliance with the Secretary of the Interior Standards for Historic Properties. This review should be included with the review by EAS. If necessary, HRB staff may refer the project to the Historical Resources Board, its Design Assistance Subcommittee, or both, for review and recommendation.

The City of San Diego is a Certified Local Government. As such, the Historical Resources Board is designated as the lead advisory body in determining whether or not a proposed project meets the Secretary of the Interior Standards. In making a determination, HRB staff will send a memo asking the National Parks Service (NPS) and the State Historic Preservation Officer (SHPO) for their recommendation on the proposed project. The recommendations from the NPS and SHPO will be provided to the HRB.

Balboa Park Committee

The Balboa Park Committee is a committee of the Park and Recreation Board, and makes recommendations to the Board on; 1) development in Balboa Park in accordance with the adopted Master Plan and Precise Plans, 2) the utilization of Balboa Park in the best interest of all

the citizens of San Diego, and 3) regulations and policy regarding the use of the Park. The Balboa Park Committee will also make recommendations to the Planning Commission and City Council regarding initiation and approval of plan amendments to the Master Plan and Precise Plans.

Design Review Committee

The Design Review Committee is also a committee of the Park and Recreation Board. The Committee consists of design professionals such as architects, landscape architects, engineers and graphic designers. This committee makes recommendations to the Park and Recreation Board on design issues as they relate to the Consultant's Guide to Park design and Development.

Park and Recreation Board

The Park and Recreation Board, per Municipal Code Chapter 2, Article 6, has the following purpose and intent:

"It is the purpose and intent of the City Council to establish a policy advisory board on matters relating to the acquisition, development, maintenance and operation of parks, beaches and recreation property and facilities and that the Board will, along with other duties, perform the functions of the former Park and Recreation Commission and the former Mission Bay Commission."

"The powers and duties of the Park and Recreation Board shall be as follows:

- (a) Advise the City Council through the City Manager on public policy matters relating to the acquisition, development, maintenance and operation of parks, beaches, playgrounds and recreational activities in the City of San Diego.*
- (b) Periodically review the recreational program of the City in relation to the needs and desires of the citizens.*
- (c) Coordinate the work of such committees as may be established towards the end of developing integrated and balanced policy recommendations.*
- (d) Conduct such investigations, studies and hearings which, in the judgment of the Board, will aid in effectuating its general purposes."*

Hearing Officer and Planning Commission

The Hearing Officer and Planning Commission review and approve proposed projects based on the requirements of the Municipal Code Chapter 12, Article 6, Development Permits. The Planning Commission also has the authority to initiate plan amendments to community plans, including the Master Plan and Precise Plans.

City Council

In addition to its other legislative capacities, the City Council has the authority to authorize initiation of plan amendments, approve plan amendments and certify environmental documents in accordance with Municipal Code Chapter 12, Article 2, Land Use Plans.